



# Filing a Return as a Supplier Uploading a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

# **BENEFITS OF EPATH**

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

# **Features**

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



**EPath Help** 

ACCESS
EPATH HELP
FROM EVERY
SCREEN

# Login >

# Log in to your Account Username: Password: Forgot your Password? Continue

### Create an Account

If you are not already using EPath to access your account, create an account now.

**Create Account** 

Watch Video on Creating an Account

# Use EPath to file and pay the following taxes:

911 Emergency Surcharge Bank Franchise Tax Contractors' Excise Tax Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier



If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

**Due Dates Calendar** 

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

# Main Menu ≻

# File and/or pay taxes.

- ► File or Amend Return/Payment ①
- ► Upload Additional Documentation •

# Select an account function to perform.

- ► Add/Edit User Accounts ①
- ▶ Cancel Licenses
- ▶ Print License Card

# View History.

- ▶ View Account Activity <sup>1</sup>
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile <sup>1</sup> •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments <sup>1</sup> Output
- ► View Deleted Electronic Payments ①

Log out

# Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ① Dipload Additional Documentation ① Payment Only ①

# Tax Return Filing Menu ≻

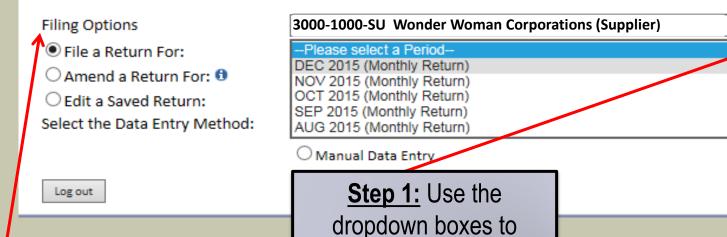
Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

display license numbers

and return periods.

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns

Next

# Tax Return Filing Menu >

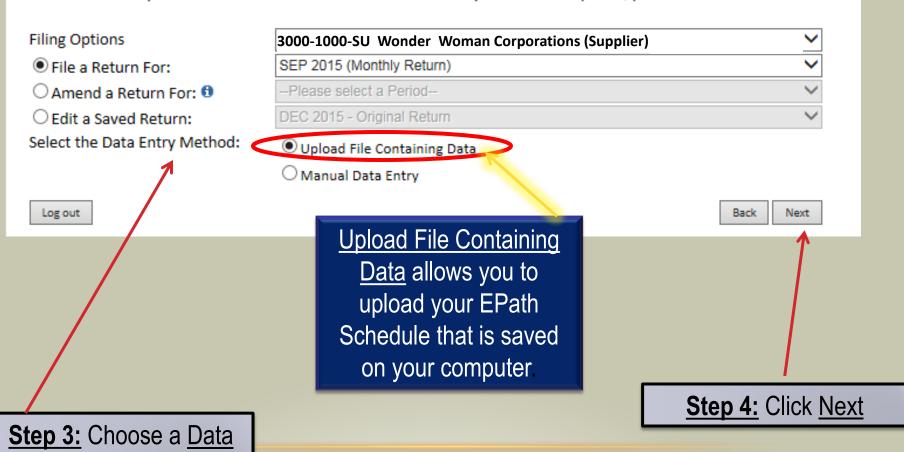
Entry Method to input a

schedule

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

**Note:** Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



# **PRODUCT TYPES**

**Solution** Each type of fuel that is sold has a specific product code. Below are the codes that will be used on your schedule.

Product Code	<u>Fuel Type</u>
61	Natural Gasoline
65	Gasoline
72	Kerosene (Dyed)
73	Kerosene (Low Sulfur)
74	Kerosene (High Sulfur)
123	Ethyl Alcohol
125	Aviation Gasoline (AVGAS)
130	Jet Fuel
142	Kerosene (Clear)
145	Kerosene- Low Sulfur (Clear)
147	Kerosene- High Sulfur (Clear)
160	Diesel (Clear)
170	Biodiesel Blend (Clear)
171	Biodiesel Blend (Dyed)
228	Dyed Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
92	Other

# SCHEDULE TYPES AND MODE OF TRANSFER

Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line(s) of Return
5	This schedule type will report several types of gallons they are:  ➤ Gallons withdrawn from pipeline(s) located within South Dakota with tax collected  ➤ Gallons withdrawn from pipeline(s) outside South Dakota with a South Dakota destination state on the bill-of-lading with tax collected.  ➤ Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that was previously taxed	<ul> <li>1-gallons from SD pipelines</li> <li>2-gallons from out -of-state pipelines</li> <li>6- Methyl and Ethyl Alcohol sales</li> </ul>
6a	This schedule type will report gallons withdrawn from pipeline(s) located in South Dakota and sold tax exempt to a licensed exporters for an out-of-state destination.	5
8	This schedule type will report gallons withdrawn directly from the pipeline(s) sold to U.S. Government entities.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Example: Data File Definition

# Data File Definition >

Verify Info

Filing SEP 2015 Return For 3000-1000 SU

no changes are needed

Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> column headings. If the EPath Skip the first | 7 lines of the file File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return

2. 

Delimited File:

The <u>Delimited File</u>
defaults to "comma" and
"Double Quote" No
changes are needed

Click Next

Back

Next

### Data File Layout ➤

## Filing SEP 2015 Return For 3000-1000 SU

Main Menu Logout File Definition

File Layout> File Upload

View Return Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any nonmandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include	
1 🗸	Schedule Type	2	Required	
2 🗸	Carrier Name	100	Required	
3 💙	Carrier FEIN	10	Required	
4 🗸	Mode	2	Required	
5 💙	Origin State	2	Required	
6 🗸	Destination State	2	Required	ſ
7 💙	Sold To	100	Required	ı
8 💙	Purchaser FEIN	10	Required	
9 🗸	Transaction Date	8	Required	ı
10 🗸	Manifest Number	15	Required	
11 🗸	Gross Gallons	9	Required	
12 🗸	Product Type	3	Required	П
Reset Layout	t   Save Layout			
C	<b>^</b>		Back Next	

**Position** refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click Next.

Field Name is the column heading on the EPath Schedule.

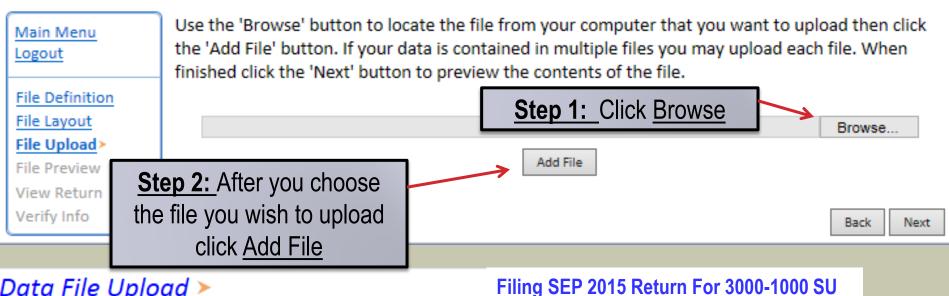
**Step 1:** Enter the <u>Position</u> number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

											_
Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
8	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/01/2015	9812345	5600	160
8	A Carrier Name	123456789	J	SD	ND	A Purchaser	123456789	09/02/2015	9812345	2500	130
5	A Carrier Name	123456789	J	SD	FL	A Purchaser	123456789	09/03/2015	9812345	5200	228
5	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/04/2015	9812345	2000	160
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/05/2015	9812345	250	228
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/06/2015	9812345	560	160
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	09/07/2015	9812345	1000	171
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/08/2015	9812345	1200	243
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/09/2015	9812345	150	125
6a	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/10/2015	9812345	1800	65
6b	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	09/11/2015	9812345	1500	160

Example: Data File Upload

# Data File Upload ➤

# Filing SEP 2015 Return For 3000-1000 SU



# Data File Upload ≻

Use the 'Browse' button to locate the file from your computer that you want to upload then click Main Menu the 'Add File' button. If your data is contained in multiple files you may upload each file. When Logout finished click the 'Next' button to preview the contents of the file. File Definition File Layout Step 3: Click Next File Upload> Add File File Preview View Return **Upload Date** File Name File Number Delete Verify Info H\Epath Test\SU-3000-1000.csv 6/9/2016 4:06:48 PM Delete 1

The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

File Size

1333

Next

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Example: Supplier File Preview

# Supplier File Preview ≻

# Filing SEP 2015 Return For 3000-1000 SU

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
View Return
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

- 1	/ \							
	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination St	ate
/	Success	8	A Carrier Name	123456789	J	SD	ND	
	Success	5	A Carrier Name	123456789	J	SD	FL	
	Success	5	A Carrier Name	123456789	J	SD	SD	
	Success	10	A Carrier Name	123456789	J	SD	SD	
	Success	10	A Carrier Name	123456789	J	SD	SD	
J	Success	10	A Carrier Name	123456789	J	SD	SD	
	Success	6a	A Carrier Name	123456789	J	SD	IA	
	Success	6a	A Carrier Name	123456789	J	SD	IA	
	Success	6a	A Carrier Name	123456789	J	SD	IA	
	Success	6b	A Carrier Name	123456789	J	SD	IA	
\	<							>

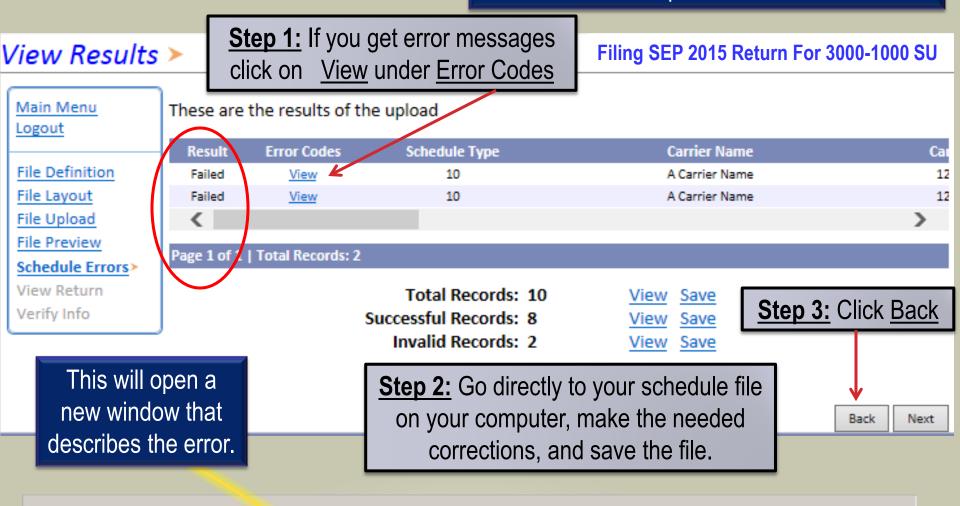
Click Next

Next

Example: Failed Download

113

# If you did not get error messages click Next and skip the next slide



Supplier Return Error Code Descriptions

Schedule Type 6A cannot have SD as the Destination State

# Example: Failed Download Continued...

Logout

# **♥**upplier File Preview ➤

# Filing SEP 2015 Return For 3000-1000 SU

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is Main Menu not click the back button and reimport the corrected file.

finition	esult	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Su	ıccess	8	A Carrier Name	123456789	J	SD	ND
Su	ıccess	5	A Carrier Name	123456789	J	SD	FL
Su	ıccess	5	A Carrier Name	123456789	J	SD	SD
rors Su	ıccess	10	A Carrier Name	123456789	J	SD	FL
	ıccess	10	A Carrier Name	123456789	J	SD	FL
Su	ıccess	10	A Carrier Name	123456789	J	SD	SD
Su	iccess	6a	A Carrier Name	123456789	J	SD	IA
Su	ıccess	6a	A Carrier Name	123456789	J	SD	IA
Su	ıccess	6a	A Carrier Name	123456789	J	SD	IA
Su	ıccess	6b	A Carrier Name	123456789	J	SD	IA
	<						>

Filing SEP 2015 Return For 3000-1000 SU

Browse...

Back

File Size

1333

Next

# Data File Upload >

Main Menu

File Definition

File Layout

File Upload>

Logout

Step 4: Click

Back on the

File Preview

Page

# Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When

finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

File Preview Schedule Errors Add File View Return Delete File Number Upload Date File Name Verify Info Delete 6/9/2016 4:31:41 PM H\Epath Test\SU-3000-1000.csv

Step 5: Click Delete and upload the corrected file

# To Upload New File

- Click Browse
- **Upload Correct ed**

- File
- Click Add File
- Click Next



# Motor Fuel Tax Return - Supplier >

Main Menu Logout

File Definition File Layout File Upload File Preview

View Return> Verify Info

**TIP**: Always remember to review your entries before continuing on in the process.

Please Note: You will
NOT be able to print
your return after it is
submitted. Click View
Printer Friendly Version
to print your return

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: SEP 2015			Retu	rn Due: 10/
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed D Kero
1. Withdrawn from SD Pipeline	0	0	0	5,2
2. Withdrawn from out-of-state Pipeline	0	0	0	
3. Total Sales	0	0	0	5,3
CREDITS	'			
4. Sold to US Government	0	0	0	
5. Sold to Licensed Exporter	1,800	0	150	
6. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	1,800	0	150	
TAX COMPUTATION				
9. Subtotal Taxable Gallons	-1,800	0	-150	5,2
10. Allowance	-41	0	-3	
11. Total Taxable Gallons	-1,759	0	-147	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0
13. Total Due	(\$492.52)	\$0.00	(\$8.82)	
14. Total All Taxes Due	(\$203.32)			
TANK INSPECTION FEE		TAXES AND FEES DUE		
15. Total Gallons	1,550	20. Total Taxes and Fees	Due	(\$122.32)
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest		\$0.00
17. Total Gallons of Undyded K1 Kerosene	0	Total Penalty		\$10.00
18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Cred	it	\$0.00
19. Tank Inspection Fee	\$81.00	23. Total Amount Du	e	(\$112.32)
<				>



Your total credit due is (\$112.32)



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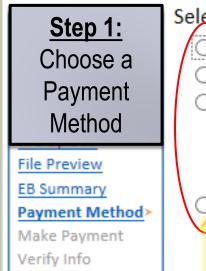
Next

Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your Supplier return. If no tax is due you will not reach this page.

# Payment Method >

Filing SEP 2015 Return For 3000-1000 SU



Select the Payment Method you will be using

OACH Debit 
OACH Credit

OCredit Card

**Step 2:** Follow the prompts to make a payment if you choose to make a payment at this time

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

Step 3: Click
Next

Back

Next

# Verify Information ➤

Main Menu Logout

File Definition File Layout File Upload File Preview View Return

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

## **Return Information**

License: 3000-1000-SU

Name: **Wonder Woman Corporations** 

File Code: Required Calendar Monthly Period: 09/2015

Return Due Date: 10/23/2015

Return Type: SU - Original

Total Tax Due: (\$122.32)Interest/Penalty: \$10.00 Total Due: (\$112.32)

Payment Type: None

# Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return and associated schedules electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: •••••

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit

# Confirmation Information >

### Confirmation

Confirmation Number: 117251341694570807 Date Submitted: Jun 09, 2016 5:25 PM

### Return

3000-1000-SU License:

09/2015 Period:

Return Type: SU - Original Return Due Date: Oct 23, 2015 Total Amount Due: -\$112.32

View/Print Full Return

Print

Main Menu

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return



Find additional information and instructions for using EPath at: <a href="http://dor.sd.gov/epath/">http://dor.sd.gov/epath/</a>

# Questions?

Call: **605.773.8178** 

Email: <u>sdmotorfuel@state.sd.us</u>